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UTAH WEB BASED FIREARM BACKGROUND CHECK SYSTEM

Welcome to the Utah Bureau of Criminal Identification's web based background checks. This site is available to assist federally licensed firearms dealers in processing background checks for the purchase of a firearm.

You may reach our web site at www.ucjis.ps.utah.gov

You must register with BCI to receive access; you will be assigned a unique identifier. Each person conducting background checks for your business will be required to sign a user agreement. Each person using the system will have a logon identification and password. A log of all transactions processed within the last 20 days will be available for review. You will be able to check on requests in research to see if they have been completed. The log will provide a list including status, name and transaction number. There will be no transaction number if transaction is in research(delay) or pending status.

Multiple sessions may be used, as each person must logon independently. Each person's log will contain all backgrounds conducted using that logon.

BCI feels this process will provide more dealers with the ability to conduct checks during high volume times without spending time on the phone waiting for an operator.

To receive access to run web-based background checks, or for any questions regarding your existing account, contact Lance at (801) 964-4517 or lttyler@utah.gov. You may fax the contracts to (801) 965-4002 or our toll free fax 877-879-6228.

You may find contracts for web system at publicsafety.utah.gov/bci/brady.html

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AUTHENTICATION SCREEN

The web address to begin firearms checks on the web is: ucjis.ps.utah.gov. This will be the first screen when logging into the gun check system. This screen will authenticate and identify each user.

The screenshot shows the UCJIS (Utah Criminal Justice Information System) User Authentication screen. At the top, there is a logo with scales of justice and the text "UCJIS Utah Criminal Justice Information System". Below this is a blue header with "User Authentication". The main content area has a link that says "***Click here for mobile device login***". Below the link are two input fields: "User ID:" followed by a text box, and "Agency:" followed by a dropdown menu. A button labeled "Authenticate Me!" is positioned below these fields. Below the button is a section titled "Where do I enter my password?". At the bottom of the main content area, there is a red text block stating: "This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted." Below the main content area, there is a footer with the text "Utah Department of Public Safety All rights reserved" and "Further distribution or disclosure of this information is controlled by state and federal law." Two callout boxes are present on the left: one labeled "Enter User – Login ID" with an arrow pointing to the User ID input field, and another labeled "Enter FFL Number (last 5 of dealer's FFL number)" with an arrow pointing to the Agency dropdown menu.

Enter User – Login ID

Enter FFL Number (last 5 of dealer's FFL number)

UCJIS
Utah Criminal Justice
Information System

User Authentication

Click here for mobile device login

User ID:

Agency:

Authenticate Me!

Where do I enter my password?

This system is restricted to authorized users for approved use only and is subject to monitoring. Actual or attempted unauthorized access is a violation of applicable laws and regulations. Violators will be prosecuted.

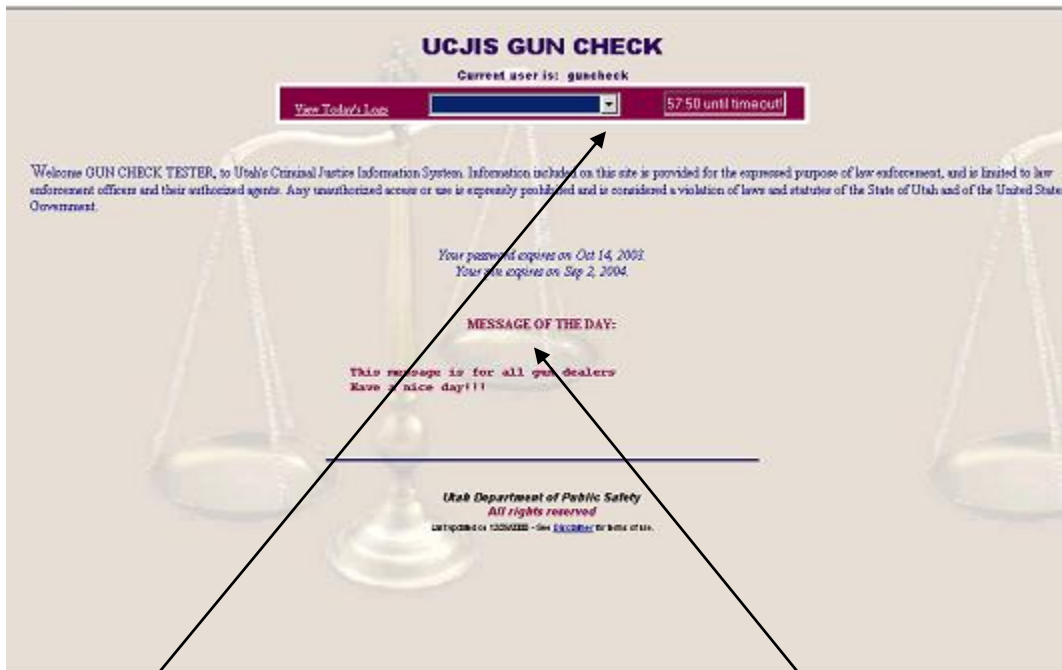
Utah Department of Public Safety
All rights reserved

Further distribution or disclosure of this information is controlled by state and federal law.

Your User ID will be assigned by BCI. The Agency ID will be the last five digits of your FFL number. The initial time you logon you will be asked security questions and asked to select a security picture. Make sure you choose questions that you won't forget the answer to.

HOME PAGE

This is your home page for the gun check system. The drop down box will allow you to select the action you want to conduct.



Click here to see the drop down box with options.

The "Message of the Day" may contain current updates or important information.

HOME PAGE OPTIONS

This screen will allow you to choose an option to run a background check, change a password or view activity logs. To select an option, click on the drop down box.

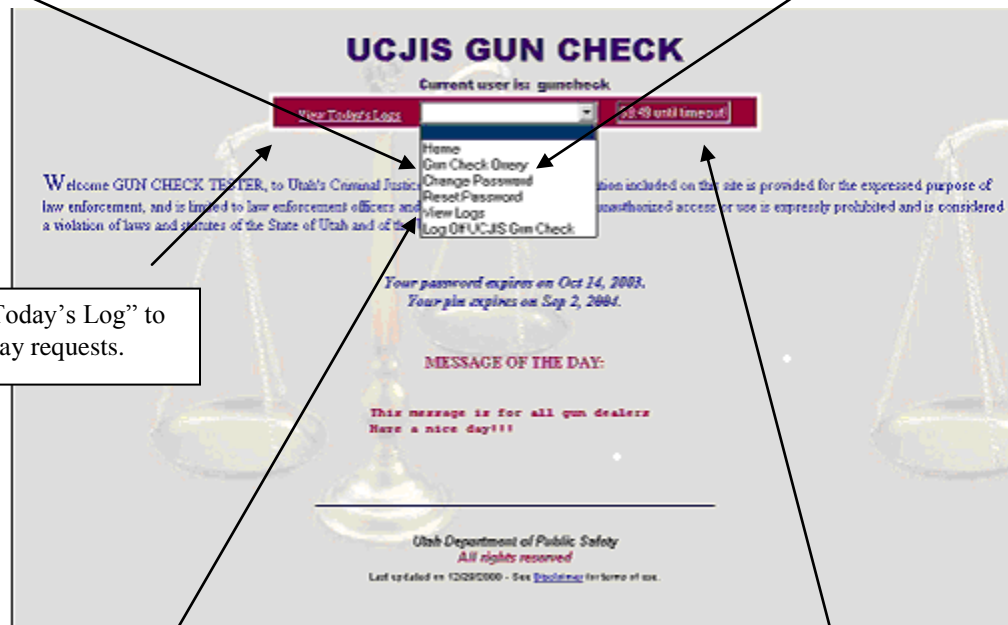
Choose "Gun Check Query"
to run a gun check.

Choose "Change Password" to change your password.
(Password **MUST** be changed every 90 days).

Choose "View Today's Log"
to view same day requests.

Choose "View Logs" to check requests for
up to 20 previous days.

Amount of time until session will time out, time out
will reset with use. If it times out, you will have to
login again.



QUERY SCREEN

This screen will be used to run the background check. All fields with an * must be filled. Entering the **Utah State** driver's license number or identification card number can retrieve a person's data.

The screenshot shows the UCJIS GUN CHECK interface. At the top, it says "UCJIS GUN CHECK" in large purple letters. Below that, a status bar shows "Current user is: ltyler" and a timer "59:48 until timed". A button labeled "View Today's Logs" is on the left. The main section is titled "ENTER SEARCH BY INFO" with a note "(If buyer is not a UTAH resident call BCI)". It features a "DL/ID:" input field and a "Person Query" button. Below this, a list of fields with asterisks (*) indicates required information: *PASSWORD, *PURCHASE TYPE (a dropdown menu), *RACE (a dropdown menu), *LAST NAME, *FIRST NAME, MIDDLE NAME, SUFFIX, *DOB (with a format hint "(mmddyyyy)"), *ID NUMBER, *ID TYPE, *SEX, *HEIGHT, *WEIGHT, and *DEALER PHONE NO. (pre-filled with "801-964-4517"). At the bottom are "Submit" and "Reset" buttons. Annotations with arrows point to specific elements: one points to the "Current user is: ltyler" text, another to the "DL/ID:" field, a third to the "Person Query" button, and a fourth to the "CFP, Non-Utah or alien/non immigrant residents must be called into BCI." note.

UCJIS GUN CHECK

Current user is: ltyler

View Today's Logs

59:48 until timed

ENTER SEARCH BY INFO
(If buyer is not a UTAH resident call BCI)

DL/ID:

Person Query

* = required

*PASSWORD:

*PURCHASE TYPE:

*RACE:

*LAST NAME:

*FIRST NAME:

MIDDLE NAME:

SUFFIX:

*DOB: (mmddyyyy)

*ID NUMBER: *ID TYPE:

*SEX:

*HEIGHT: *WEIGHT:

*DEALER PHONE NO.: 801-964-4517

Submit Reset

This shows the name of the person logged into the systems.

Enter ID or DL number then hit "Person Query". This will automatically fill in the personal information.

CFP, Non-Utah or alien/non immigrant residents must be called into BCI.

You may get an error message, this could be caused by: a hyphenated last name, a space between two middle or last names, or suffix i.e. Sr. or Jr. Please call BCI to run these checks (we have to run these checks differently). When all fields are completed hit "Submit". This will send the request to search the files. Only hit "Submit" once. If there is a problem call BCI. Multiple submissions will be charged to your store.

QUERY SCREEN

Once you have completed the initial gun query screen it will appear as shown below:

The image shows a web application titled "UCJIS GUN CHECK". At the top, it says "Current user is: Itlyer". Below this is a navigation bar with "View Today's Logs" and a dropdown menu, and a timer showing "59:35 until timed". The main section is titled "ENTER SEARCH BY INFO" with a note "(If buyer is not a UTAH resident call BCI)". There is a "DL/ID:" field and a "Person Query" button. A legend indicates "* = required". The form contains several fields: "*PASSWORD:" (masked with dots), "*PURCHASE TYPE:" (dropdown with "SH"), "*RACE:" (dropdown with "BLACK"), "*LAST NAME:" (text field with "BEAR"), "*FIRST NAME:" (text field with "YOGI"), "MIDDLE NAME:" (text field), "SUFFIX:" (text field), "*DOB:" (text field with "02-11-1950" and "(mmddyyyy)" format), "*ID NUMBER:" (text field with "172443851"), "*ID TYPE:" (dropdown with "DRL"), "*SEX:" (dropdown with "M"), "*HEIGHT:" (text field with "605"), "*WEIGHT:" (text field with "380"), and "*DEALER PHONE NO.:" (text field with "801-964-4517"). At the bottom are "Submit" and "Reset" buttons. A callout box on the left labeled "Buyer's personal information" with an arrow points to the "LAST NAME" field.

UCJIS GUN CHECK

Current user is: Itlyer

View Today's Logs [dropdown] 59:35 until timed

ENTER SEARCH BY INFO
(If buyer is not a UTAH resident call BCI)

DL/ID: [text field]

Person Query

* = required

*PASSWORD: [masked]

*PURCHASE TYPE: SH [dropdown]

*RACE: BLACK [dropdown]

*LAST NAME: BEAR [text field]

*FIRST NAME: YOGI [text field]

MIDDLE NAME: [text field]

SUFFIX: [text field]

*DOB: 02-11-1950 (mmddyyyy)

*ID NUMBER: 172443851 *ID TYPE: DRL

*SEX: M

*HEIGHT: 605 *WEIGHT: 380

*DEALER PHONE NO.: 801-964-4517

Submit Reset

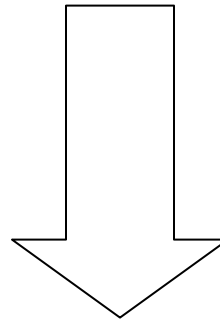
Buyer's personal information →

QUERY SCREEN

The purchase types in the near future will change.

PURCHASE TYPE:

- SH
- SL
- SB
- PH
- PL
- PB



PURCHASE TYPE:

- SH - Sale Handgun
- SL - Sale Long Gun
- SB - Sale of Handgun and Long Gun
- SO - Sale Other (Frame, Receiver)
- PPH - Pre-Pawn Handgun
- PPL - Pre-Pawn Long Gun
- PPB - Pre-Pawn of Handgun and Long Gun
- PPO - Pre-Pawn Other (Frame, Receiver)
- PH - Pawn Handgun
- PL - Pawn Long Gun
- PB - Pawn of Handgun and Long Gun
- PO - Pawn Other (Frame, Receiver)

APPROVAL SCREEN

You will receive this screen when a transaction has been automatically approved without going into research.

UCJIS GUN CHECK

Current user is: guncheck

[View Today's Logs](#)

59:35 until timeout!

TWEETY M BIRD

Transaction Number is: W3000063

Buyer's Name

APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED
APPROVED	APPROVED	APPROVED	APPROVED

Transaction **APPROVED**. Enter this number on the ATF Form 4473.

PENDING SCREEN

You will receive this screen when a transaction needs to be reviewed by a Brady technician.

UCJIS GUN CHECK

Current user is: ltyler

[View Today's Logs](#)

59:51 until timeout!

Customer Name

YOGI BEAR

PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING
PENDING	PENDING	PENDING	PENDING	PENDING

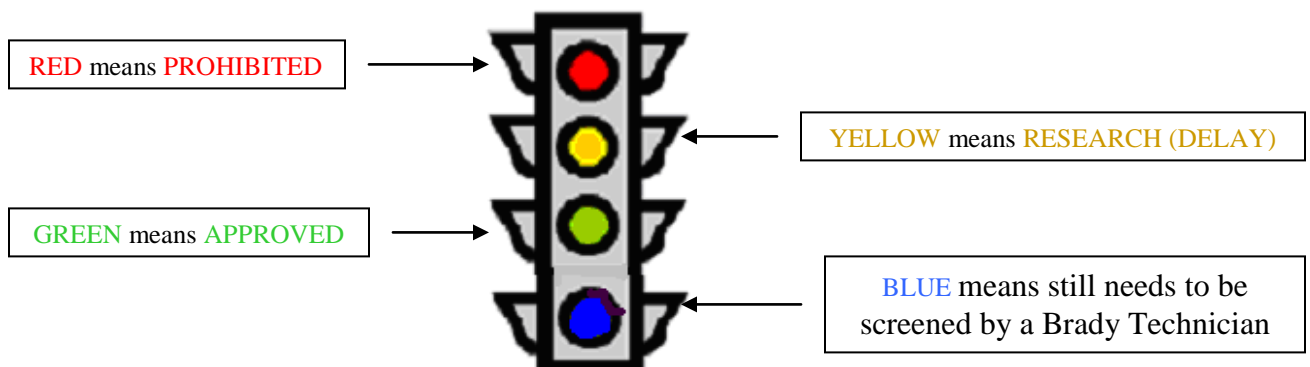
Once you receive a **PENDING** status, you will have to check “View Today’s Logs” to obtain a result.

VIEW TODAY'S LOG

The log will give you the current status of all checks performed that day. The log will display whether a request has been approved, denied, in research, or is pending and waiting for a technician to review. The screen will need to be refreshed to receive any updates. The log screen can be refreshed by clicking on "View Today's Log".

If a check shows pending and was sent in after business hours no action will be taken until business hours resume. If you have had no action taken within 10 minutes during business hours please call BCI to check on the status. DO NOT resubmit or you will be charged another fee.

UCJIS GUN CHECK					
Current user is: Ityler					
View Today's Logs <input type="text"/> 59:54 until timed					
GUN CHECK LOG RESULTS FOR 05/18/2011 00:00 - 05/18/2011 14:50					
PROCESSED TIME	STATUS	LAST NAME	FIRST NAME	TRAN NO.	REVIEWED TIME
05/18/2011 02:48 PM	PROHIBITED BOTH	BEAR	YOGI	W1059037	05/18/2011 02:48 PM
05/18/2011 02:46 PM	RESEARCH	BEAR	YOGI		
05/18/2011 02:44 PM	APPROVED	BEAR	YOGI	W1059035	05/18/2011 02:45 PM
05/18/2011 02:41 PM	PENDING	BEAR	YOGI		
Utah Department of Public Safety All rights reserved Further distribution or disclosure of this information is controlled by state and federal law.					



VIEW LOG

To get to this screen click on “View Logs” in your drop down box. This screen allows you to check the status on background checks performed during the past 20 days. This log will show you if a request that was placed on delayed status, is now approved, denied or still in research. The log will purge any request older than 20 days.

The screenshot shows the 'UCJIS GUN CHECK' interface. At the top, it says 'Current user is: guncheck'. Below this is a red bar with 'View Today's Log' and a dropdown menu, and a timer showing '59:59 until timeout!'. A large button labeled 'VIEW GUN CHECK LOG' is in the center. Below the button are search filters: 'SORT BY:' with a dropdown, 'TIME FRAME:' with a dropdown, and a red note '*** OR enter date range ***'. Below these are 'FROM DATE:' and 'TO DATE:' fields, each with a '(mmddyyyy)' placeholder and 'HOUR:' and 'MINUTE:' dropdowns. A red note '*** NARROW SEARCH BY ***' is above 'LAST NAME:', 'FIRST NAME:', and 'STATUS:' fields. At the bottom are 'Submit' and 'Reset' buttons, and a link 'Click here to clear all fields'.

Sort by date ascending or date descending

Use drop down box to select the time frame required

*** OR enter date range ***

*** NARROW SEARCH BY ***

Submit Reset

Click here to clear all fields

If you would like to go back further than yesterday fill in the “From Date” and the “To Date”. If you are looking for a specific request enter a last name.

CHANGE PASSWORD

To get to this screen use the drop down box and select “Change Password”. This screen will allow a person to change their password. Any user can change their own password.

Enter your current PASSWORD

Change Password

*Old Password:

The new value must be 8 characters long.

There must be at least one letter and one number in the new value.

The new value can only contain characters a-z, A-Z, 0-9, or one of !@#\$%^&*()_-=+;:;<>','"[]{}.

The new value cannot have 5 characters in a row the same as either your existing password

The new value must never have been used before.

Enter new password. **Must be 8 characters** in length. Follow rules for creating new password.

*New Password:

*New Password Again:

Save

Clear All Fields

Utah Department of Public Safety

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Enter new password second time.

Click save.

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TROUBLE SHOOTING

Logging In

- If you have tried unsuccessfully to login to UCJIS several times and received the error “Authentication failed. Please try again,” call BCI to reset your password or change the expiration dates.

Running Checks

- If you get an error referring to the phone number, you will need to call BCI and run the check. The format of the phone number should have parenthesis around area code. [###-###-#### to (###)###-####.]
- If you get an invalid name error, check the name for a hyphen, space, or “JR” as a middle name. The hyphen, space, or JR will not allow you to run the person via the web systems..
- If you get any other error, call BCI to verify that the transaction did not go through before resubmitting the check.

Changing Password

- Make sure the password is 8 characters, has at least one letter and one number, is not similar to your current password or the same as a previous password. (see rules for creating a password on page 12).